DOCUMENT RESUME

ED 232 693 IR 050 342

TITLE	Second Expert Consultation on RAMP (RAMP II). (West Berlin, Germany, June 9-11, 1982). Final Report.
INSTITUTION	United Nations Educational, Scientific, and Cultural Organization, Paris (France).
REPORT NO	PGI-82/WS/24
PUB DATE	20 Jan 83
NOTE	54p.
PUB TYPE	Collected Works - Conference Proceedings (021) -- Reports - Descriptive (141)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	*Archives; Check Lists; *Information Sources; International Organizations; *International Programs; Methods; Program Development; Program Implementation; *Recordkeeping; Standards
IDENTIFIERS	*Records Management

ABSTRACT

Twelve experts from United Nations Educational, Scientific, and Cultural Organization (UNESCO) member countries were invited participants in a meeting which was organized to assess the progress and results of UNESCO's Records and Archives Management Programme (RAMP II) since an organizational meeting in May 1979, and to provide advice for future directions for the program. RAMP's overall objectives include the promotion of a full awareness of the value and uses of records and archives as basic information resources, and the provision of assistance to UNESCO member states in the organization and development of relevant systems and services. The report of the RAMP II meeting includes: (1) introductory material; (2) descriptions of the origin, scope, and implementation of RAMP; (3) a list of RAMP implementation activities from 1979 to 1982; (4) a list of projects and activities proposed for inclusion in RAMP since its inception in 1979; (5) a list of methods, norms, and standards being developed as part of the RAMP program; (6) a summary of discussions from the meeting; (7) a brief description of its closing session; and (8) a list of recommendations for future RAMP II activities. Appendices comprise the meeting agenda, a list of meeting participants (including observers from member nations and international organizations), a summary by theme of projects and activities included in the original RAMP program, and other related documents. (ESR)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

PGI-82/WS/24
PARIS, 20 January 1983
Original: English

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
This document has been reproduced as received from the person or organization originating it.
Minor changes have been made to improve reproduction quality.
Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

ED232693

SECOND EXPERT CONSULTATION ON RAMP

(RAMP II)

Berlin (West), 9-11 June 1982

FINAL REPORT

General Information Programme and UNISIST

United Nations Educational,
Scientific and Cultural Organization

IR050342

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY
C. Coudert-Schklowski
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

SD/3502

Recommended catalogue entry:

Final Report/Second Expert Consultation on RAMP (RAMP II). Berlin (West), 9-11 June 1982. Paris Unesco, 1982. 54 p.; 30 cm.
(PGI-82/WS/24)

I. Unesco.RAMP
II. Unesco. General Information Programme and UNISIST.

Unesco, 1982 (PGI-82/WS/24)

TABLE OF CONTENTS

	Page
INTRODUCTION	5
OPENING SESSION	5
ORIGIN AND SCOPE OF RAMP	5
PROGRAMME IMPLEMENTATION: GENERAL CONSIDERATIONS	11
IMPLEMENTATION OF RAMP, 1979-1982	12
PROJECTS AND ACTIVITIES PROPOSED FOR INCLUSION IN RAMP	20
METHODS, NORMS AND STANDARDS COMPONENT OF RAMP	23
SUMMARY OF DISCUSSIONS	30
CLOSING SESSION	34
RECOMMENDATIONS	35

ANNEX I - AGENDA

ANNEX II - LIST OF PARTICIPANTS

ANNEX III - SUMMARY BY THEME OF PROJECTS AND ACTIVITIES INCLUDED IN ORIGINAL RAMP PROGRAMME

ANNEX IV - A FRAME OF REFERENCE FOR RAMP

ANNEX V - OPENING SESSION STATEMENT OF DR. DIETGER PFORTE ON BEHALF OF SENATE OF BERLIN

INTRODUCTION

1. The Second Expert Consultation on the Records and Archives Management Programme (RAMP) within the framework of the General Information Programme of Unesco was held at the Staatsbibliothek Preussischer Kulturbesitz, West Berlin, Federal Republic of Germany, from 9 to 11 June 1982. The consultation was organized for Unesco by contract with the International Council on Archives (ICA), with the assistance of the National Commission for Unesco and the Ministry of Foreign Affairs of the Federal Republic of Germany. The consultation was attended by twelve experts from Member States invited in their personal capacity. A number of non-governmental organizations were represented by observers. A list of participants is given in Annex II.

OPENING SESSION

2. The consultation was opened on behalf of the Director-General of Unesco by Mr. Frank B. Evans, Programme Specialist in the Division of the General Information Programme (PGI), who welcomed the experts and expressed appreciation for the support and cooperation received from the authorities of the Federal Republic of Germany, particularly the National Commission for Unesco, the Ministry of Foreign Affairs, the Bundesarchiv, the Staatsbibliothek Preussischer Kulturbesitz, and the Senate of West Berlin, in organizing the consultation. Special acknowledgement was made of the assistance received from ICA, the Bundesarchiv and Dr. Cecile Lowenthal Hensel in making the necessary local arrangements.

3. The experts were then welcomed by Dr. Eckhart Vesper, Director General of the Staatsbibliothek Preussischer Kulturbesitz; Dr. Dietger Pforte, Senator for Scientific and Cultural Affairs, West Berlin; Dr. Hans Joachim Reichardt, Director of the Landesarchiv Berlin and Chairman of the Conference of Heads of Archives Administration of Bund and Lander in the Federal Republic of Germany, and by Mr. Alfred W. Mabbs, President of ICA.

4. The consultation selected to serve as its Chairman Dr. Wilfred Smith, Dominion Archivist of Canada; as its Vice-Chairman, Dr. Celina do Aamaral Peixoto Moreira Franco, Director General of the National Archives of Brazil, and as its Rapporteur, Mr. Michael Roper, Principal Assistant Keeper, British Public Record Office. These officers were also requested to assist in drafting the recommendations. After Dr. Smith had taken the Chair the draft agenda and work plan were presented and adopted. The Agenda is attached as Annex I. The Chairman then called upon the Secretariat to review the background of RAMP and to introduce the working document.

ORIGIN AND SCOPE OF RAMP

5. Noting that only one of the invited experts had been present at the first Expert Consultation on the Development of a Records and Archives Management Programme within the framework of the General

Information Programme (RAMP I), held at Unesco House, Paris, 14-16 May 1979, the Secretariat explained that RAMP was initiated by Unesco in accordance with its Approved Programme and Budget for 1979-1980 (document 20 C/5 Approved). This basic document provided for the establishment of such a programme not only to help ensure the preservation and presentation of the cultural heritage and of national identity, but particularly as a tool to contribute to administrative efficiency. The RAMP I consultation was attended by nine experts from Member States invited in their personal capacity by the Director-General, as well as a number of observers from international non-governmental organizations.

6. The working document for RAMP I, which included a draft outline of the proposed new programme, indicated that the overall objectives of RAMP were:

a) to promote and assist in the creation of a full awareness and understanding of the value and uses of records and archives as basic information resources, particularly in relation to planning and development and in conjunction with other information resources; and

b) to assist Member States, upon request, in the organization and development of the records management and archival systems and services necessary for full and effective utilization of these basic information resources.

To assist in achieving these objectives, the draft outline proposed a number of projects and activities within the policy and organizational framework of PGI. For the period 1977-1983 the activities of PGI were intended to contribute to objective 10.1 of Unesco's current Medium-Term Plan, "Development and promotion of information services at the national, regional and international levels", and were grouped in terms of five themes:

1) Promotion of the formulation and information policies and plans (national, regional and international).

2) Promotion and dissemination of methods, norms and standards for information handling.

3) Contribution to the development of information infrastructures.

4) Contribution to the development of specialized information systems in the fields of education, culture and communication, and the natural and social sciences.

5) Promotion of the training and education of specialists in and users of information.

7. In introducing the proposed programme, the Secretariat briefly reviewed Unesco's previous activities in support of archival development, and called attention to the close cooperation in these activities that had existed, and that Unesco expected would continue to exist, with I.C.A. The multidisciplinary and interdisciplinary mission of PGI was emphasized, as was the intention that the proposed new programme should be fully integrated with PGI, so that it could both contribute to and benefit from the experience and results of projects and activities in the related information fields.

8. The Secretariat explained that each of the PGI programme themes embraced all of the major fields of PGI activity, i.e. information, archives and libraries, and that the new programme was viewed primarily as a coherent framework for the archival activities undertaken by PGI within its total programme. Since these activities had been and would continue to be administered by the various sections to which they relate, there could be a tendency for their individual impacts to be reduced, and for each project and activity to become an end in itself, rather than contributing to the goal of an overall development of archival and records management systems as a component part of a co-ordinated general information programme. To group all archival activities into one section, however, would be to ignore the requirement that PGI plan and implement an information programme organized by theme, not by discipline. For these reasons RAMP was developed as a conceptually coherent and functionally co-ordinated component or subprogramme of the overall PGI programme, notwithstanding the various administrative units involved in its implementation. The Secretariat also emphasized the need for a more dynamic, user-oriented approach to archival development than had frequently been the case in the past, citing the pressing need for governments to have more convenient access to the socio-economic information contained in their records and archives in order to assist in planning and development.

9. Finally, attention was called by the Secretariat to a Unesco General Conference resolution which required PGI, in the preparation of its programmes and budgets to give priority to the development of information infrastructures and to training and education of information personnel and users, while continuing to attach special importance to other themes, and to the requirements that in the overall PGI programme "an appropriate balance should be achieved between information, library and archives activities corresponding to the needs of Member States."

10. The experts who participated in RAMP I were invited to provide the Secretariat with criticisms and suggestions on the working document in general, and to undertake a critical evaluation of the specific proposals included within RAMP, with particular reference to:

(a) current and anticipated needs and developments in records management and archives administration in Member States;

(b) alternative actions and projects to those proposed to assist in achieving RAMP objectives;

(c) relationship and priorities among the themes;

(d) priorities within each theme for the short term (1979-1980), medium term (1981-1983) and long term (1984-1985);

(e) the role of pilot projects and reports and studies in achieving the objectives of RAMP.

11. In the general discussion of the RAMP I working document, there had been agreement that the explanation given of the nature and relationship between records and archives, and of the need for and

contributions that could be made by modern records management and archival systems and services, required no significant modification to serve as an introduction to and justification for RAMP. A statement was requested of the specific exclusions from the broad working definition of 'records' used in the document, as well as the addition of a broad definition of 'records management' that would include the entire life cycle of records. (See Annex IV to this report) Other general areas of agreement concerned the need for greater emphasis upon the administrative rather than upon the cultural value of archives; the need for focusing upon records management systems and services to complement traditional archival programmes; and the need to give adequate attention in the design and implementation of projects and activities to parastatal and non-governmental records, archives and manuscripts. Mention was also made of the obligations that governments must assume if they wish to derive the benefits of modern records management and archival systems and services. Particular stress was placed upon the need for governments to provide adequate physical facilities.

12. Following a summary of the total RAMP programme proposal, additional information and clarification was provided by the Secretariat in response to questions about the intent and content of specific proposed projects and activities. During the discussion of individual proposals it was agreed that certain archival projects and activities should not be considered as part of RAMP, It had already been decided by the Secretariat that actions undertaken as a contribution to the solution of problems involving disputed archival claims would constitute a separate component of the PGI programme and would not be included in RAMP. The separate identification of archival claims projects, it was felt would help underscore the importance attached to this problem by several General Conferences. The Secretariat also noted that assistance rendered Member States under Unesco's Participation Programme and through projects executed for UNDP or through funds-in-trust could not be planned as part of a long-range programme, but that such assistance could contribute directly to the achievement of the overall objectives of RAMP. Regarding project evaluation, the experts had expressed a preference for providing evaluation mechanisms and criteria as part of pilot and other projects, rather than attempting evaluations after the projects and activities were completed and the opportunity and need to correct deficiencies had already passed.

13. After the detailed discussion of individual project and activity proposals, the experts had been invited to express their views on priorities among the major themes of PGI as they related to RAMP, and then to advise on priorities under each theme. There had been unanimous agreement that the priorities determined by the Intergovernmental Council of PGI and the twentieth session of the General Conference as applicable to the overall programme were equally applicable to RAMP. Recommendations made regarding priorities under each subject was later studied by the Secretariat and was generally reflected in the revised outline summary of RAMP included in the final report. The Secretariat had then introduced the idea of a formal mechanism to provide monitoring of RAMP, but the discussion of this matter resulted in no specific recommendation. Similarly, the experts had had no strong views on the nature of and relationship between pilot

projects and studies. Except for a few additions there had been general agreement on those proposed in the programme outline.

14. Viewing the proposed RAMP programme as a whole and in terms of previous actions on behalf of archival development, there was unanimous support expressed by the experts for the following aspects:

(a) the co-ordination and concentration of projects and activities directly relating to archival and records management development within the unifying Ramp concept;

(b) the emphasis on regional meetings in assisting in the development of national archival and records management policies and plans, the co-ordination of these policies and plans with those in the related information fields, and the effort to seek solutions to basic education and training needs on a regional basis;

(c) the overall guidelines component of the programme;

(d) the emphasis on the development of modern records management systems and services, beginning with, but not confined to, the comprehensive scheduling and regularized disposal of records.

In conclusion, the experts who participated in RAMP I had concurred fully in the views expressed in the final paragraph of the working document, namely, that:

> "The proposed programme, even in outline summary form, is admittedly extensive. However, in terms of the ever-growing volume of uncontrolled records and inadequately preserved and underutilized archives, of the relative neglect of problems relating to records and archives, and of the important contribution that well-managed records and organized archives can make to national development.... a programme of this type and scope is fully justified."

15. he final report of RAMP I was used in preparing the proposed PGI work programme for 1980. At the 29 October - 2 November 1979 meeting of the Intergovernmental Council for PGI, which reviewed this proposed work programme, "the programme element that most attracted the Council's attention was records management and archival services (the RAMP programme). The Secretariat was generally congratulated for its development of a coherent and long-term programme spanning all themes...." (General Information Programme, Intergovernmental Council, Second Session, Final Report (PGI-79/CONF. 202/COL. 13). The question of monitoring RAMP was later discussed by the Bureau of the PGI Intergovernmental Council at its 9-12 December 1980 meeting. The Bureau:

> "Urged caution on the creation of an advisory committee for RAMP, partly because the creation of such a committee could create a demand for other committees for libraries, documentation centers, etc. Members agreed that the question should be put aside until the expert consultation on RAMP scheduled for 1982, since

consultations of this kind could serve the purpose. The Bureau pointed out that existing PGI committees and working groups already have appropriated representation from the archives community and the groups should be reminded of their responsibility to consider and support RAMP activities in their deliberations. (Intergovernmental Council for the General Information Programme, Bureau, Fifth Meeting, Unesco House, 9-12 December 1980, Final Report (PGI-8C/CONF. 206/COL. 2, p.2)

This bureau recommendation was adopted by the Intergovernmental Council at its third session, held in Paris, 26-30 October 1981.

16. The final report of RAMP I was also used in the preparation of the PGI 1981-1983 programme and budget, and at its October 1981 meeting, the PGI Intergovernmental Council, reflecting a number of statements made by delegates to Unesco's twenty-first session of the General Conference, expressed its views that RAMP 'deserved full support'. (General Information Programme and UNISIST, Intergovernmental Council for the General Information Programme, Third Session, Paris, 26-30 October 1981, Final Report (PGI-81/COUNCIL/III/7,p.8).) The RAMP programme was thus incorporated into the overall General Information Programme, and is included as an integral part of that programme for Unesco's second Medium-Term Plan (1984-1989).

17. Following the above summary of the origin and scope of RAMP, the Secretariat indicated that the Second Expert Consultation on RAMP (RAMP II) had been organized to assist Unesco in assessing progress and results of the projects, studies, and other activities carried out to date under the RAMP programme, and, in the light of these findings, of rapidly changing technologies, and of the changing needs and interests of Member States, to advise Unesco on the future direction and content of the RAMP programme. To assist in this task, the RAMP II working document provided summaries of:

(a) RAMP projects and activities completed or in progress, 1979-1982;

(b) recommendations for additional projects and activities for inclusion in RAMP, chiefly from ICA bodies, but including several from national archival agencies;

(c) recommendations for additional guidelines, norms and standards, resulting from the Bari consultation ('Expert consultation on the development of a long-term plan for preparation of archives and records management guidelines, standards and norms', held on 3-5 September 1979 at Bari, Italy, and a recent publication, The applicability of UNISIST guidelines and ISO standards to archives administration and records management: a RAMP study, by James B. Rhoads (Unesco, General Information Programme and UNISIST PGI-82/WS/4, Paris, 1982).

For convenience of reference, the working document concluded with a consolidated list of the original RAMP proposals, which is included as Annex III to this report. Participants also had

available for their use copies of ICA's reply to Unesco's consultation in connexion with the preparation of its Medium-Term Plan for 1984-1989, the outline of ICA's next Medium-Term Plan (1983-1987), and a brief discussion paper prepared by the ICA secretary for Development.

PROGRAMME IMPLEMENTATION: GENERAL CONSIDERATIONS

18. Before reviewing in detail the implementation of RAMP to date, the Secretariat again emphasized the need to recognize that not all of Unesco's activities in support of archival development, nor even all of those of PGI, had been formally included in the RAMP programme. Generally excluded, as previously indicated, had been operational activities under Unesco's Participation Programme, projects executed under the United Nations Development Programme (UNDP) and through funds-in-trust; and projects and activities related to disputed archival claims. Also excluded had been short-term consultant missions under the Regular Programme undertaken at the request of Member States; an annual subvention given directly to ICA; and a number of projects that jointly involve information, libraries and archives. It had been recognized from the outset that the full implementation of all RAMP proposals was admittedly beyond the financial and other resources available, or likely to be made available to PGI, and that the effective execution of programme elements selected for implementation required the co-operation and assistance of both Member States and of the relevant international non-governmental organizations associated with Unesco.

19. In reviewing programme implementation the experts were reminded that in a number of instances the initiation of a particular project was dependent upon an invitation from a Member State, and that the usual devotion of such projects for PGI, because of budget constraints, was normally limited to a four-year period. Attention was also directed to the relatively limited modalities available to Unesco in the planning, design, and implementation of projects and activities. In this respect a very serious problem in the fields of archives and records management was the relatively small number of suitably qualified and experienced professionals who were available to undertake consultant missions and prepare specialized studies.

20. The Secretariat nevertheless indicated that it had been very fortunate in receiving full cooperation from both Member States and the ICA with regard to RAMP, noting that in the summary of the implementation of the programme contained in the working document all contract work, unless otherwise indicated, had been carried out by ICA. It was also explained that since few projects could be initiated and fully completed within a single calendar year, the summary in the working document was organized by theme for the period 1979-1982, rather than by annual work programme. For each project or activity was given the date initiated, an indication of its objective or significance or a brief description where necessary, and an indication of its status as of 31 March 1982. In the interests of making this final report as comprehensive a record as possible of the RAMP programme, as was strongly urged by the experts, the following is an edited and updated version of the summary provided in the working document.

21. Information Policies and Planning (Theme I)

(1) Statistical Model for archival repositories and record centers

Unesco funded the meeting of the ICA Working Group in 1977 which planned and prepared the first draft of this model, as well as a meeting of experts in 1979 which studied and revised the draft after it had been field-tested in a pilot survey by the Unesco Office of Statistics in cooperation with ICA. The final and extensively simplified draft of the model has now been published by Unesco in English and French, and is currently being used by its Office of Statistics in cooperation with ICA in conducting a worldwide survey. The statistical model is also intended for use in specialized repository, national, and regional studies, since it permits the recording and aggregation of data at a number of different levels.

(2) Guide to the archives of international organizations

Part I of this guide, which includes the archives of United Nations agencies, was prepared under contract and was printed in a preliminary version in 1979 (PGI-79/WS/7). This version was then revised and expanded and is scheduled for publication early in 1983 in English, French and Spanish.

Part II of the guide, which will include the archives of international organizations and the papers of former officials located in other repositories, is currently in preparation under a 1981 contract.

Part III, which will cover the archives of non-United Nations international intergovernmental organizations and of international non-governmental organizations, is included in the programme for 1982 and a contract for its preparation has recently been signed.

(3) Obstacles to access to archives

A contract for this study was signed in 1981 and the manuscript is due later this year. It is planned to publish the study in English, French and Spanish, and use it as the basic working document for a future expert consultation on this important problem.

(4) Guides to scientific and technical information in national archival repositories

In 1981 contracts were made for the preparation of two such model guides, one in a developed, the other in a developing country. The preliminary draft of the second,

from the National Archives of India, is now being revised. The National Archives which agreed to prepare the first guide was unable to do so, and a new contract is planned with another Member State.

(5) The role of archives and records management in national information systems

This study, included in the 1982 work programme, is important in the promotion and development of coordinated information policies and plans. Its publication is planned in English, French and Spanish.

(6) The status of archivists in the public service in Africa in relation to other information professionals

A study of this problem, initiated this year, will be valuable not only in its own right but should serve as a model for other regional studies. Publication is planned in English, French and Spanish.

22. Promotion of Methods, Norms and Standards (Theme 2)

(1) Expert Consultation of RAMP guidelines, methods, norms and standards

Because of the critical importance of this area for the development and improvement of all archival and records management systems and services, an expert consultation was held on this topic in Bari, Italy, 3-5 September 1979. The recommendations of that consultation were summarized in the RAMP II working document. They were of particular assistance in planning the 1980-1982 work programmes, and are valuable for all future planning regarding RAMP.

(2) Access to archival and records management literature

A study on one important aspect of this problem -- the availability of abstracts -- was made under contract in 1979 and was published as Archival journals: a study of their coverage by primary and secondary sources (RAMP studies and guidelines) (PGI-81/WS/10, Paris, 1981); also available in French. The results of this study were used by the ICA Publications Commission to assist in making an arrangement with Library and information science abstracts for the abstracting of archival journals beginning in January 1982.

(3) Legal validity of microforms

A 1979 contract for this study resulted in publication of La valeur probante des microformes: une étude RAMP, by Georges Weill (PGI-81/WS/25, Paris, 1981). This is available in an English translation as The admissibility of microforms as evidence: a RAMP study, and also in a Spanish translation. The study was planned in part to serve as a working document for a future expert consultation on this problem.

(4) Applicability of existing guidelines and standards to archives and records management

This study, intended to supplement the recommendations of the Bari consultation and referred to later in this report, was provided for by a 1980 contract and was published as The applicability of UNISIST guidelines and ISO international standards to archives administration and records management: a RAMP study, by James B. Rhoads (PGI-82/WS/4, Paris, 1982). French and Spanish translations are also available.

(5) The use of sampling in archival appraisal

A 1980 contract has resulted in publication of The use of sampling techniques in the retention of records: a RAMP study with guidelines, by Felix Hull (PGI-81/WS/26, Paris, 1981). The study is also available in French and Spanish translations; availability in English, French and Spanish is the general policy proposed for all future RAMP studies and guidelines.

(6) Records surveys and schedules

A study with guidelines was provided for under a 1981 contract and should be available later this year.

(7) Model for general guides to national archival repositories

The manuscript for this study, prepared under a 1981 contract, is due later this year.

(8) Guidelines for the archival appraisal of motion pictures and related records

This study, a cooperative effort by the ICA and the International Federation of Film Archives under a 1981 contract, is scheduled for completion in 1982.

(9) Guidelines for the archival appraisal of machine-readable records

Another 1981 contract calls for the submission of a manuscript later this year on this topic by the ICA Committee on Automation.

(10) Study with guidelines on archival and records management legislation and regulations

Also being prepared under a 1981 contract, the manuscript for this study is scheduled for completion in 1982.

(11) Study with guidelines on the preservation and restoration of paper records and publications

This study, as well as the following two, is provided for in the 1982 work programme. They reflect an increased emphasis upon problems of preservation and audio-visual archives as the result of views expressed at recent meetings of the PGI Intergovernmental Council.

(12) Study with guidelines on the preservation and restoration of photographic materials

(13) Study with guidelines on the archival appraisal of still pictures, other graphic and related records

23. Development of Information Infrastructures (Theme 3)

(1) Pilot project for a regional (provincial and local) archival network: Indonesia

In 1980 an agreement was signed with the Government of Indonesia for a four-year project for which Unesco would provide consultant services and limited financial assistance for specialized equipment and supplies. A combined regional archives branch and records center is now operational in Semarang, the capital of Central Java, and both archives and agency personnel are being trained in surveying, scheduling and transferring records. The project will terminate in 1983 with a seminar to evaluate and share this experience with other countries in the region.

(2) Pilot project for a regional (provincial and local) archival network: Philippines

Also initiated in 1980 with a similar four-year agreement at the request of the Government of the Philippines, this project has resulted in the creation of a combined model archives branch and records center in a suburb of Cebu City. Agency records are being surveyed, scheduled and transferred to the center or to the archives unit. The report of the consultant to the government, who assisted in developing the project, has been published as Republic of the Philippines: RAMP pilot project for the establishment of a regional archives and records center, by Artel Ricks (FMR/PGI/81/158, Paris, 1981).

(3) Pilot project in modern records management: Peru

This pilot project was also initiated in 1980 under a four-year agreement with the government. Efforts are continuing to obtain a structure in Lima suitable to serve as a national records center; training has been held in records surveying and scheduling, and assistance with filming operations and files maintenance is being provided to central government agencies. The report to the government of the consultant who assisted in development of the project has been published as Peru: Sistema nacional de archivos y gestión de documentos: RAMP proyecto piloto, by Vicenta Cortes Alonso (FMR/PGI/81/110, Paris, 1981). This project is also scheduled to terminate with a regional seminar in 1983 for evaluation purposes.

(4) Regional Training Center in Document Restoration and Reprography, School for Archivists, University of Córdoba, Córdoba, Argentina

Under a 1980 agreement with the Government of Argentina, Unesco is providing limited financial assistance for the purchase of specialized equipment and supplies, consultant services, a study grant for advanced training of the

designated director of the center, and several fellowships for training when this center for Latin America becomes operational. This has been delayed because of difficulties in obtaining necessary government approvals and making arrangements for the designated director's study grant, and in the purchasing and installation of equipment. The center is intended to train technicians for libraries and documentation centers, as well as for archival repositories. The report to the government of the consultant who advised on the establishment of the center has been published as Republica Argentina: Establecimiento de un centro de formación en técnicas de restauración y reprografía en la Escuela de Archiveros, Universidad de Córdoba, by Carmen Crespo (FMR/PGI/81/1165, Paris, 1981). An English translation is also available.

(5) Regional Training Center in Document Restoration and Reprography, Central Records Office, Khartoum, Sudan

This parallel project to the previous one for the Arab region and East Africa, also established under a 1920 agreement with the government, has encountered the same type of difficulties as has the Latin American Center project. Training courses are nevertheless expected to be offered by this center later this year. The report to the government of the consultant who assisted in this project has been published as Democratic Republic of the Sudan: Establishment of a technical training center in archival restoration and reprography, by Michael Roper (FRM/PGI/80/160, Paris, 1980).

(6) Study of user needs and archival resources and services

This study, and the four which immediately follow in this listing, are included in the 1982 work programme and contracts have been signed or are being negotiated for their preparation.

(7) Study to develop methodology for identifying and appraising scientific and technical information in transactional (project) files

This study will continue preliminary work completed in previous years.

(8) Study of the status and needs of archival and records management systems and services in African Member States

To be based upon a detailed questionnaire developed by PGI and sent to African Member States, this study is in direct response to a resolution adopted by the twenty-first session of the General Conference of Unesco.

(9) Study of the preservation and administration of private archives

A co-operative effort of ICA and IFLA, this study, to be initiated in 1982, is planned in part for use as a working document for a future expert consultation.

(10) Preparation of an international bibliography of directories and guides to archival repositories

Since most directories and guides are published by archival agencies rather than by commercial publishers, they are not widely reviewed and known. This project is intended to assist in overcoming this obstacle to the wider understanding and use of archives.

24. Development of Specialized Information Systems (Theme 4)

(1) Organization and development of archival and records management systems and services in United Nations agencies

The plan for this study with guidelines was developed at an expert consultation held in New York City, 17-19 October 1979. The contract was awarded in 1981 and the manuscripts scheduled to be completed later this year. The work is being guided and assisted by the ICA Section of Archivists of International Organizations.

(2) Archival appraisal of project files of international organizations

This study, with guidelines, is included in the 1982 work programme and addresses one of the most difficult areas of archival appraisal.

25. Training and Education of Information Specialists and Users (Theme 5)

(1) Expert Consultation on the Harmonization of Archival Training Programmes

This consultation, held in Paris, 26-30 November 1979, produced two basic studies and a final report that will also be used in preparations for a major International Symposium in 1983 on the Harmonization of Training Programmes in Information Science, Librarianship and Archival Studies. The three documents are:

(a) The education and training of archivists - Status report of archival training programmes and assessment of manpower needs, by M. Cook (PGI-79/CONF.604/COL.2, Paris, August 1979), available also in French.

(b) The training of archivists--Analysis of the study programme of different countries and thoughts on the possibilities of harmonization, by B. Delmas (PGI-79/CONF.604/COL.1, Paris, 15 October 1979), English translation of the French original.

(c) Meeting of Experts on the Harmonization of Archival Training Programmes, Paris, 26-30 November 1979, Final Report (PGI-79/CONF.604/COL.7, Paris, 14 January 1980), available also in French.

(2) Regional seminar to assess training needs

A seminar on Archival Training Needs in South and West Asia was held in Colombo, Sri Lanka, 22-28 January 1979, and its recommendations are being used to assist in the development of an Indian School of Archival Studies to help meet regional needs.

(3) Provision of lecturers in specialized subjects and fellowships to the Regional Training Centers for Archivists in Accra, Ghana and Dakar, Senegal

At the request of these centers, specialists have been made available under contract to conduct or develop courses in restoration, reprography and automation and a limited number of fellowships have been awarded since 1979.

(4) Regional training courses for microfilm technicians: South-East Asia

In 1979 and 1980 consultant services and financial assistance were provided for courses organized in the Philippines, Singapore, Indonesia, Thailand and Malaysia.

(5) Short-term consultancies to advise on educational curricula and training programmes for archivists

(a) In 1979 a consultant was sent to Indonesia at the request of the government to advise the National Archives on the development of a training programme. His report was published as Republic of Indonesia: Archival training, by Eric Ketelaar (FMR/PGI/80/154, Paris, 1980).

(b) In 1980 a consultant was sent to the Caribbean region to assess professional training needs for archivists and to investigate methods for meeting these needs. This report was published as Caribbean region: Professional training needs for archivists in the Caribbean region, by Michael Cook (FMR/PGI/TSU/81/197, Paris, 1981). Consultant services will be provided in 1982 to further the training programme expected to be located at the University of the West Indies.

(6) International Seminar on Management of Archives

In 1980 financial assistance was provided through ICA to pay travel and tuition costs of some participants from developing countries in a seminar organized by the British Council, PGI and ICA, and held at Bracknell, UK 21 September-3 October 1980, following the ICA Congress in London.

(7) Development of a regional archival training center: South-West Asia

Following a staff mission and study in 1980, financial assistance has been given in 1981-1982 to the National Archives of India for a faculty study grant and for instructional materials and equipment necessary to transform its well-established training programme into an academically-acredited School of Archival Studies.

(8) Regional training course in restoration and reprography Caribbean

A consultant was provided to assist the Caribbean Regional Branch of ICA (CARBICA) in organizing and conducting a training course in establishing and operating restoration and reprography services in the Caribbean area, and funding was provided to support travel and per diem costs of participants. The course was held in Willemstad, Curacao 16-26 February 1981.

(9) Regional training course in archives administration: Pacific

An introductory course was organized under contract and in cooperation with ICA to provide basic training for persons assigned archival responsibilities in the Pacific region. The course was held in Suva, Fiji, 13-19 October 1981. Funds were provided to defray travel and living costs of some of the participants.

(10) Guidelines for curriculum development in archives administration and records management

The study prepared under this 1981 contract is now being revised following circulation to a small group of specialists for comment, and will be translated into French and Spanish and published later this year.

(11) Plan for a basic reader in archives and records management

The detailed plan for this instructional tool is being developed under a 1981 contract, and implementation of the approved plan is included in the 1982 programme.

(12) Directory of audio-visual materials for use in archives and records management training

The manuscript for the directory, prepared under a 1981 contract, has been submitted for publication.

(13) Workshop on archival problems

Financial assistance will be made available to provide instructors for this workshop, which is scheduled for 13-14 September in Harare, Zimbabwe, in conjunction with the 7th Biennial Conference of ECARBICA, the East and Central Africa Regional Branch of ICA.

(14) Seminar on archival legislation

Financial assistance will be provided to cover travel costs of participants and two teachers for a subregional seminar scheduled for 20-24 September in Bangui, Central African Republic.

(15) Pilot project on co-ordinated development of national information systems in the Caribbean

In 1981 and 1982 financial assistance was made available for archivists to participate in short regional training courses as part of this pilot project.

PROJECTS AND ACTIVITIES PROPOSED FOR INCLUSION IN RAMP

26. After a detailed discussion and the furnishing of additional information on many of the above listed projects and activities the Secretariat pointed out that since the inception of RAMP in 1979 a number of projects and activities had been proposed for inclusion in the programme by various ICA bodies, national archival agencies and leading archivists and records managers both directly and through their national professional associations. To place these proposals in context and facilitate their consideration they were listed in the working document under the themes to which they relate or contribute most directly. The views of the experts were solicited concerning priorities among the problems addressed by these proposals, and also regarding the most effective type of action that should be taken in their implementation.

27. Information Policies and Planning (Theme 1)

(1) Survey of status of archival and records management services in developing countries, with particular attention to the former Portuguese territories in Africa.

(2) Case-studies, on a regional basis, of the role of archival services in providing information for development.

(3) Conferences, expert consultations, symposia, working group meetings, etc., as appropriate, to assist in defining problems and propose solutions with regard to the following areas:

(a) the impact of information handling and communications technology on records and archives;

(b) archives and oral tradition;

(c) the impact of freedom of information and privacy legislation on government records and archives;

(d) the role of archives in education at all levels;

(e) legal validity of microforms.

(4) Support for 1984 International Archives Weeks.

28. Promotion of Methods, Terms and Standards (Theme 2)

In addition to the proposals made by the Bari consultation and the Rhoads study, and detailed in the next section of this report, requests have also been made for:

(1) Preparation of a handbook on archival reference (information) services.

(2) Guidelines for the staffing of archival and records management services.

29. Development of Information Infrastructures (Theme 3)

(1) Development of pilot projects in modern archives administration and records management in:

(a) Arab states;

(b) Africa;

(c) Caribbean;

(d) Pacific.

(2) Development of a pilot project in audio-visual archives.

(3) Development of regional document restoration and reprographic training centers for:

(a) Central and West Africa;

(b) Central America and the Caribbean;

(c) Asia and the Pacific

(4) Expert consultation on problems associated with machine-readable archives (appraisal, accessioning, preservation, description, reference services).

(5) Conference on European archival systems and services: problems and prospects.

(6) Conference on the identification and effective utilization of scientific and technical information contained in archives (scientists, information scientists, archivists).

(7) Conferences, expert consultations, symposia, working group meetings, etc., as appropriate, to assist in defining problems and propose solutions with regard to the following areas:

(a) Problems (selection, arrangement, description, reference services) of audio-visual archives;

(b) Preservation and access to private archives;

(c) Exhibition of archives;

(d) Preservation and restoration of modern archives;

(e) Organization of archival and records management agencies.

30. Development of Specialized Information Systems (Theme 4)

(1) Studies on the feasibility of extending the DEVSIS and ARKISYST programmes to include archival materials.

31. Training and Education of Information Specialists and Users (Theme 5)

(1) Expert consultation/symposium on advanced and continuing education in archives administration and records management.

(2) Conference on in-service training programmes in archives administration and records mangement.

(3) Preparation and publication of an international directory of training courses and programmes in archives administration and records mangement.

(4) Fellowships and study grants, and organized courses for teacher training in archives administration and records management.

(5) Establishment of an international center for archival and records management research and advanced training.

(6) Model curricula and guidelines for training in:

(a) archival automation and the administration of machine-readable records;

(b) archival reprography; and

(c) preservation and restoration of archival materials.

(7) Organization of a training seminar on the management of archival and records management systems and services.

(8) Establishment of regional or national training centers with a regional vocation in:

(a) Arab states;

(b) East Africa;

(c) Pacific Region

METHODS, NORMS AND STANDARDS COMPONENT OF RAMP

32. To complete its presentation of what had been proposed and implemented to date under the RAMP programme, the Secretariat called special attention to the recommendations of the Bari consultation. The development and dissemination of guidelines- of methods, norms and standards - had been regarded from the outset as one of the basic puposes of the RAMP programme. The Bari consultation had systematically reviewed the needs for guidelines in the fields of archives administration and records management, and its recommendations had been supplemented by a special study made by Rhoads of the applicability to archives administration and records management of UNISIST guidelines and ISO standards. The guidelines recommended by the Bari consultation were grouped under the headings 'Institutional', 'Functional', 'Technical' and 'Professional'. In the listing that follows complex and long-term projects completed either in whole or in part are followed by a single asterisk; those as of 31 March 1982, which are in progress, are indicated by a double asterisk.

33. Institutional guidelines

(1) Legal and organizational framework

(a) Definition of records management and archival duties, responsibilities and programmes.

(b) Definition of scope and coverage of archival legislation.

(c) Provisions for implementing legislation by regulations and other means.

(d) Definition of the organizational structure of archival systems within public administrations, taking into account variables imposed by: (1) the type of state; and (2) archival jurisdiction.

(e) Definition of the relationship between archival services and record creating agencies, especially in respect of: (1) inspection of current records; (2) records management responsibilities; and (3) transfer policies and procedures.

(f) Definition of international structures of archival institutions, including: (1) factors to be considered for the development of organized programmes; and (2) their application to institutions of various sizes, jurisdictions and stages of development.

(g) Provision of comparable guidelines for non-governmental archival institutions.

(2) Staffing

(a) Position descriptions: standard descriptions of specific duties and responsibilities of jobs at all levels and of the knowledge and skills necessary for their performance.

(b) Recruitment: qualifications required for various categories of personnel.

(c) Training: including (1) curricula; (2) harmonization of training with related information fields; (3) post-entry training; (4) training of non-archivists, including specialists employed in archives, technical staff, para-professionals and clerical staff.

(3) Reporting

(a) Types of periodical reports: (1) internal; (2) external (national and international).

(b) Form and content of periodical reports of each type.

34. Functional guidelines

(1) Record creation activities

(a) Record materials: quality of paper, ink, seals, typewriter ribbons, films, etc., for various categories of records.

(b) Record types: guidelines for correspondence, reports directives, forms, etc.

(c) Application of automated and reprographic techniques to records creation: requirements for archival preservation.

(2) Records maintenance

(a) Filing systems: including information storage and retrieval systems (manual and automated).

(b) Filing equipment and supplies: types and specifications.

(c) Storage conditions outside archives and records centers: recommended practices for textual and non-textual records.

(d) Vital records programmes: selection for microfilming of records essential for administrative continuity.

(3) Control and disposition of records

(a) Systems of control: conduct of records surveys and organization to ensure that action at each subsequent stage proceeds in an orderly manner as and when due.

(b) Retention and disposition schedules: methodology of preparation of schedules for various records categories, including: (1) methods of destruction; and (2) sampling techniques.

(c) Appraisal criteria: criteria might be prepared separately for various categories and physical types of records: (1) administrative records; (2) programme records; (3) motion pictures; (4) still pictures; (5)cartographic and architectural records; (6) sound recordings, including oral-tradition materials; (7) machine-readable records; and (8) printed records.

(d) Records centers: organization and operation.

(4) Archival functions

(a) Acquisition: (1) scheduling, registration and reporting of transfers; (2) maintenance of archival integrity; (3) transfer of agency created finding aids; (4) determination of access restrictions; (5) rational use of storage space; (6) periodic checking of holdings (stock-taking); (7) determination of conditions of access and use of records acquired by bequest, donation, deposit or purchase.

(b) Arrangement and primary description: basic archival principles to be observed in arrangement, classification and identification/numeration (cotation) of archives; provision of basic finding aids; special considerations in respect of: (1) non-textual records; and (2) non-organic records (special collections).

(c) Secondary finding aids: criteria determining the appropriate types of finding aids, including: (1) general guides; (2) inventories of individual fonds, groups or series; (3) topic guides; (4) repertories, lists and indices; (5) inter-archival finding aids; (6) user-oriented finding aids for massive holdings.

(d) Automation: application of automation techniques for administrative and intellectual control, especially in the areas of: (1) monitoring changes of holdings; (2) monitoring progress of archival processing; (3) control and monitoring of reference services; and (4) computerized finding aids.

(e) Access and reference services: including (1) access rules; (2) security regulations; (3) research services and facilities; (4) citation of archives; (5) loans; and (6) fees.

(f) Publications: types of publications, including microform and other non-printed publications; publications policies and priorites.

(g) Educational and cultural services: needs and education of users, including administrative users; use by schoolchildren; exhibition policy and catalogues.

35. Technical standards and guidelines

(1) Storage and security

(a) Site and conception of buildings: including conversion and upgrading of existing buildings.

(b) Security standards: equipment and surveillance.

(c) Environmental standards: taking into account the varying climatic conditions of individual countries.

(d) Furnishing and equipment: including (1) shelving and other storage furniture; (2) lighting; (3) cleaning; (4) internal movement of records; (5) packing materials and methods.

(2) Preservation, repair and restoration

(a) Fumigation and disinfection.

(b) Equipment of workshops.

(c) Repair and restoration procedures.

(3) Archival reprography

(a) Archival applications of micrographics through the whole life cycle of records; criteria for choice between roll film and fiche; security filming; use of microfilm in reference services.

(b) Equipment of reprographic workshops, including: (1) mobile reprographic units; (2) equipment for checking standards; (3) appropriate levels of spare parts and materials in countries where supply and maintenance arrangements are inadequate or uncertain.

(c) Reprographic operations.

(d) Standards for archival microforms.

(4) Exhibitions

(a) Security, including insurance.

(b) Display equipment.

36. Professional guidelines

(1) Archival and records management terminology: descriptive glossary of terminology under preparation by ICA might be extended, in association with work in progress in Eastern Europe, to incorporate German, Russian, Spanish and Arabic terminology; other language groups might be encouraged to add their own equivalents. Provision should be made for periodic updating.

(2) Archival statistics: continuation of work on the collection and reporting of archival and records management statistics in a common format to act as a basis for monitoring archival and records management operations.

(3) Management of archival and records management programmes: use of statistical and other modern management techniques for:

(a) planning of archival programmes;

(b) evaluation of archival programmes;

(c) budget: bases for computation of capital investment and operating budget in relation to internal (e.g. holdings, use) and external (e.g. GNP, overall government expenditure, sectoral budgets) factors;

(d) staff complementing: staffing ratios based upon quantity and nature of archival agencies and scope of jurisdiction;

(e) use of computers in management operation.

37. In addition to the above recommendations for specific guidelines, the Bari consultation had made the following general recommendations regarding this component of the RAMP programme:

(1) That the development of a programme of archival and records management guidelines and standards be accorded the highest priority and be allocated adequate resources within the framework of RAMP to ensure its implementation within a realistic time scale.

(2) That the provision of guidelines be given priority over the provision of standards.

(3) That archival and records management guidelines and standards be harmonized within the wider context of general information guidelines and standards.

(4) That a list be compiled of national standards bearing on archives and records management from at least the major national standards organisations.

(5) That archival and records management guidelines and standards be subject to periodic review and revision.

(6) That the development of archival and records management guidelines and standards take into account not only conventional records but also records in all other formats.

To provide for the monitoring of the above programme, the Bari consultation had further recommended that:

(1) An ad hoc advisory body be created to monitor, revise and harmonize the development of archival and records management guidelines and standards.

(2) Appropriate procedures for consultation with professionals be devised for each component of the programme.

(3) Publication be in as inexpensive a format as possible to permit both wide dissemination and easy revision; that it should be in at least English and French, with versions in other Unesco official languages as appropriate; and that the wide dissemination of guidelines and standards be promoted.

38. In the process of determining the applicability of UNISIST guidelines and ISO standards to archives administration and records management, the study by Rhoads had also reviewed the Bari recommendations within the broader information framework, and had proposed additional guidelines, based upon the lack of available and relevant published information. Many of these expanded in greater detail on the Bari recommendations, making more explicit their desired scope and content. New proposals, chiefly in the area of records mangement, included the preparation of guidelines on:

(1) Records mangement education and training

(2) Selection of office copying machine.

(3) Levels of quality for magnetic tapes.

(4) Development of management information systems.

(5) Development and promotion of standard and optional forms for government/institution-wide use.

(6) Management of technical manuals.

(7) Design of, and equipment and supplies for use in, records centers.

(8) Records use, including:

(a) work measurement and the costing of work processes;

(b) systems analysis, as applied specifically to records and information systems;

(c) mail and telecommunications management

(d) the management of office copying machines; and

(e) files management.

(9) (Standards) on labelling and file structure for non-magnetic media and recording modes.

(10) (Standards) for the implementation of character sets on higher density magnetic tapes.

(11) Achieving maximum environmental protection for archives at minimal energy costs.

(12) Building design characteristics to minimize fire loss; and on employee fire safety training.

(13) (Standards) on fire-resistive construction and finishing materials, furniture, equipment and storage containers.

(14) (Standards) on fire detection and alarm systems.

(15) (Standards) on sprinklers and other fire suppression systems.

(16) Emergency steps to be taken in the event of large-scale records damage due to fire, flood, earthquake, or other natural or man-made disasters.

(17) Conceptualization, layout, design and content of archival exhibitions.

(18) Design, shipment and security of travelling archival exhibitions.

(19) Selection of items for facsimile reproduction.

(20) Preferred means of facsimile reproduction, and appropriate formats.

(21) Determining the most appropriate publication medium for documentary publications.

(22) Editorial practices in preparing documents for publication in book form.

(23) Targeting and editorial apparatus for microform publications.

And, finally,

(24) The preparation of guidelines covering policies and procedures involved in preparing standards and guidelines.

SUMMARY OF DISCUSSIONS

39. The participants were in general agreement on the value of the working document and the information papers in providing essential background regarding the RAMP programme, in contributing to an understanding of the basic problems with which the programme is concerned, and in focussing attention on major aspects of these problems. There was also general agreement that the RAMP programme is still relatively little known in Member States and even in the world-wide archival community. Throughout the meeting the participants emphasized the need for more widespread and comprehensive publicity- for improving and expanding the information provided by PGI on RAMP as a whole and on individual projects and activities. The Secretariat informed the meeting of current activities of this type for all of PGI that are being organized by its Section for Programme Promotion, Evaluation and Documentation Support.

40. The experts especially urged that the dissemination of the studies and guidelines produced under RAMP should be as wide as possible. They noted with satisfaction the publication of RAMP documents in English, French and Spanish, and hoped that other Unesco publications dealing with archives and records management would also be made available in all three languages. While noting that abstracts of RAMP documents were published in the UNISIST Newsletter, they felt that wider dissemination might be achieved by seeking reviews or notices in archival journals and by sending RAMP documents for abstracting in Library and Information Science Abstracts, which had recently undertaken to include archival material. In addition, efforts might be made to ensure a wider dissemination of reports of Participation Programme projects by publishing lists or abstracts in the ICA CAD (Commission on Archival Development) Newsletter. The participants noted that there would also be benefits in establishing a central point for the reception and dissemination not only of RAMP and other Unesco publications, but of archival literature generally, and it was

proposed that an international information center for archives should be set up on the model of the ICOM documentation center. This might be achieved by the expansion of the existing information center in Madrid, possibly with Unesco assistance. With particular reference to RAMP, the participants urged that the final report of this consultation should be given as widespread a distribution as possible, and that it should include whatever information from the working documents and reports of the previous consultations that was necessary to understand fully the RAMP programme.

41. As part of the assessment of the RAMP programme to date, the participants were informed that a recent ICA survey of world-wide archival problems and needs had revealed a general concern regarding (1) archival buildings; (2) supply and training of personnel; (3) obtaining copies, chiefly on microfilm, of archives located in other countries that relate to a country's national history; (4) creating a greater awareness of archival sources of information and user services; (5) consequences of the continuing increase in the volume of modern records; (6) problems of conservation, including the training of technicians and the development of techniques for mass preservation and conservation of materials; (7) machine-readable records; (8) the application of automated techniques; and (9) problems of access to information and privacy. It was noted that the first four areas were of special concern to archivists in developing countries.

42. In the discussion that followed the Secretariat pointed out that all of the above enumerated areas, with the exception of the third, i.e., archives located in one country that relate to the history of other countries, were accorded relatively high priority within the RAMP programme, and that the excepted area was the subject of separate activities under the archival claims action programme of PGI and under Unesco's Participation Programme. The participants nevertheless felt that PGI should consider making some provisions within the RAMP programme - in part due to competition for Participation Programme funds in which archival agencies were at a disadvantage - for facilitating (through microfilming or other means) access to and use of archival sources for the history of one country located in other countries. It was emphasized that developing countries especially view acquisition of this material as essential to the establishment of their basic archival infrastructures.

43. The discussion of current and changing need and trends also revealed widespread concern with:

(1) Difficulties in the procurement, operation and maintenance of expensive equipment and in the procurement of suitable materials, especially for preservation and conservation.

(2) The need to relate the development of archival systems and services to the level of development of individual countries and to the style of administration conditioned by their individual histories and circumstances.

(3) The need for senior archivists to be trained in administration and management.

(4) The need to adapt records management systems (as defined in the final report of RAMP I) in ways which are compatible with the varying administrative traditions of individual Member States.

44. With the above considerations providing a broad frame of reference, the participants then adressed the specific projects and activities, theme by theme, that had been implemented to date or were currently under way in the RAMP programme. Overall, they concluded that despite the relatively brief period the programme had been in operation, it had been unusually successful in directing and focusing attention on basic archival problems and in contributing to their solution. They nevertheless pointed out the serious difficulties in attempting to assess objectively the external effectiveness of specific projects and activities - and especially of total programmes - in a non-profit making international situation. The concensus was that as more studies with guidelines become available they should be tested through application, and revised where necessary. It was noted that this was already being done with regard to the guidelines on the use of sampling techniques in the retention of modern records. The participants also supported the use of regional seminars as an evaluation technique for pilot projects.

45. While recognizing the problems in organizing and conducting interdisciplinary activities and projects, the participants felt that additional attention should be given to this area, and that perhaps more active cooperation and direct participation could be achieved in planning and conducting such projects with the relevant non-governmental organizations. Reflecting earlier Unesco experience, they supported greater coordination and harmonization, rather than attempted integration of existing information services. They welcomed the co-ordination of RAMP with other projects and activities of PGI and Unesco, and expressed the hope that there would be even wider involvement of archivists in the other information activities of PGI, and of experts from other information fields in RAMP, in order to facilitate a more effective exchange of knowledge and experience.

46. Referring to general problems involved in the implementation of the programme, they underscored the difficulties in meeting contract deadlines for studies when such studies had to be undertaken by senior archivists with full-time responsibilities toward their own archival administrations, and especially when such studies involved detailed questionnaires that had to be completed by such personnel, and then returned and analyzed by other senior personnel before the studies could be completed and guidelines formulated. Discussion centered around the need to involve younger and less experienced members of the profession in international activities, rather than relying increasingly upon recent retirees. Because of the critical role of Member States in all Unesco activities, the participants also stressed the need for heads of archival agencies to familiarize their governments with the RAMP programme, and the possibilities of their participating in and directly benefiting from the programme. This was urged particularly with regard to regional activities, since relatively little support and financial assistance has been or is currently

being made available from other sources, such as UNDP, for regional archival and records management projects.

47. Under Theme 1, Policies and Plans, the participants noted that although a number of regional meetings had been organized and supported as training activities, no regional meetings for archivists had been held to date to promote archival awareness or policy formulation or planning. PGI was urged to organize such regional seminars and workshops once the revised information policy and planning guidelines had been published. Noting with great satisfaction the number of projects and activities included in the original RAMP proposals that had already been completed or were currently underway under this theme, they urged implementation of the remaining proposals as still relevant to current and future needs, as well as several new projects which are included in their recommendations.

48. Much discussion was devoted to the implementation of the projects initially proposed under Theme 2, Guidelines, Methods, Norms and Standards, as elaborated by the Bari Consultation. Continued high priority was urged for this theme, but in view of the limited number of specialists available to undertake studies and guidelines, the large number of such studies and guidelines that they agreed were needed, and the limited funding available in this programme area, the experts concluded that those studies and guidelines concerned with the appraisal and preservation of the various record media should be given first priority when possible. In terms of the life cycle concept of records management, they agreed that initial emphasis should continue to be given to records disposal rather than to record creation or maintenance and use, except for matters that affected the preservation and safety of current and semicurrent records.

49. Discussion of projects and activities under Theme 3 resulted in strong endorsement and a recommendation for additional financial support of the three pilot projects and the two regional demonstration and training centers and for the establishment of similar projects in regions where they are lacking. During the discussions it became evident that a new type of pilot project is needed in a number of regions, intended not to create archival and records management services where none exist, or to further develop existing services but rather to modernize traditional historical archives that have remained static and relatively isolated from their parent administrations for decades. It was observed that this description applied not only to archival administration in developing countries, but also to those in some Western European countries. An adequately-funded pilot project of this type was recommended to be initiated as soon as possible. Participants also agreed on the need to develop a pilot project in the Pacific area that would give adequate attention to the role of oral tradition and oral history as basic archival resources and archival responsibilities in that region.

50. Significant interest was expressed in the users study currently in progress, since this is a relatively new area in the archival field, and in the study on non-governmental archives, since the special problems presented by such archives have been long neglected at the international level. The participants noted with satisfaction that the later study was being undertaken jointly by ICA and IFLA,

and recommended similar joint studies in the area of audio-visual records and archives. Projects initiated under Theme 4 relating to archives and records management systems and services in United Nations Agencies received general approval, and it was pointed out that these could be of particular relevance, scale-wise, to services in smaller countries.

51. The assessment of projects and activities relating to Training and Education of Specialists and Users, Theme 5, highlighted the importance which the participants attached to qualified manpower as a foundation of both the RAMP and the total programme of PGI. Noting that very little has been done to date with regard to teacher training and continuing education for archivists and records managers, the participants recommended that increased attention be given to these two problem areas, as well as to the preparation of guidelines for technical training.

52. Following discussion of the original RAMP proposals and their implementation to date, the participants reviewed the proposals for additional activities and projects that were made after the initiation of RAMP. The views expressed on these proposals are reflected, for the most part, in the recommendations .

53. On the question of the monitoring of RAMP by a standing advisory committee, as recommended by RAMP I, the experts agreed that so long as there was programme continuity within PGI, and so long as archivists were represented adequately on PGI committees and working parties, no standing advisory committee on RAMP was necessary. However they recommended that regular Expert Consultations should continue to be scheduled to monitor the progress of RAMP and to suggest priorities for future projects and activities. It was thought desirable that these Expert Consultations should be held in the first year of each Unesco biennium, and that the next one should, therefore, be scheduled for early in 1984.

CLOSING SESSION

54. At the request of the Chairman, the Rapporteur introduced the text of the draft recommendations which had been prepared by the committee on recommendations, taking into account both the discussions and the specific proposals that had been made by participants. After a number of explanatory amendments the recommendations were adopted unanimously. They are given at the end of this report.

55. During the closing session, the Chairman expressed the thanks of the Consultation to the West German authorities, and especially to the Staatsbibliothek, the Senate of West Berlin, the German Commission for Unesco, the Staatsarchiv, and the Landesarchiv Berlin for their contribution to the success of the meeting; to the observers from the non-governmental organizations in related information fields, FID, IFLA and IASA, to the observers from ICA, and especially to Dr. Charles Kecskeméti, the ICA Executive Secretary, for his expertice and for his assistance in interpretation, and to Dr. Wagner and Dr. Lowenthal Hensel for their excellent local arrangements. The

chairman's expressions of appreciation were seconded by the representative of the Director-General of Unesco, who thanked the Chairman, the Vice-Chairman, the Rapporteur and the Committee on recommendations for their able services, and expressed the appreciation of Unesco to the experts for their contribution in ensuring the success of the Consultation and to ICA for organizing the Consultation. Particular mention was made of the many valuable observations and proposals that had been made regarding the past, present and future programme of RAMP, and especially of the desire to promote closer relations with the other information areas both within PGI and with the relevant non-governmental organizations. After expressing his thanks to the participants and to the Secretariat for their important contributions to the success of the Consultation, the Chairman closed the meeting.

RECOMMENDATIONS

Because RAMP, both as a conceptual framework and as an operating programme, has demonstrated its effectiveness in focusing attention upon basic archival and records management problems and in contributing to their solution, the Experts RECOMMENDED:

1. That, since the mass of records produced throughout the world continues to increase, to present new problems and to exacerbate existing ones, RAMP be continued and expanded.

2. That its framework remain sufficiently flexible to accommodate new problems which may arise.

3. That it be more closely co-ordinated with other relevant projects and activities in PGI and elsewhere in Unesco in order to contribute to and benefit from exchange of information and experience.

4. That increased funding be provided to enable RAMP to make significant progress in meeting the growing records and archival problems faced by Member States.

5. That national archival authorities recommend and make available more younger experts to undertake projects within RAMP and other Unesco programmes.

6. That the two-way channels of communication between Unesco and national archival authorities be improved, especially by:

   (a) The widespread disemination of RAMP literature, and

   (b) the establishment of an international information center for archives on the model of the ICOM Documentation Center.

7. That the report of this Expert Consultation be widely distributed, and that it include information from the working document and the reports of previous consultations necessary to understand fully the RAMP programme.

8. That within RAMP priority be given to the following projects outstanding from the proposals of RAMP I, the Bari Consultation and the Rhoads study, as well as those newly identified by this Expert Consultation as necessary to meet changing needs and trends.

Policies and Plans

(1) Case-studies of the role of archival services in providing information for development and the use by planners of such information.

(2) Support to facilitate access to and copies of sources for the history of Member States located in the archives of other Member States.

(3) A case-study of the modernisation of existing archive services.

(4) Case-studies of the adaptation of records management practices and techniques to provide relevant systems for countries with varying administrative traditions.

(5) Comprehensive action to promote awareness among high-level administrators and planning officials of the life-cycle concept of records and of the contributions that records management and archive systems and services can make to improving administrative efficiency as well as to planning and development, including one experimental sub-regional awareness seminar.

(6) Support for International Archives Weeks in 1984.

(7) Extension of studies on national information needs, resources and systems and services on the basis of data gathered in 1982 from the statistical model for archives.

(8) Regional seminar to clarify the role of the archivist in preserving the national cultural heritage, including the collection and preservation of oral history and traditions; this seminar is to involve experts from museums and galleries as well as archivists, and other divisions of Unesco as well as PGI.

(9) Model guide to oral material holdings; this is to be undertaken in collaboration with IASA.

(10) Case-studies of the impact of new technology of information handling and communications on records and archives.

(11) Case-studies of the integration of information from archives into national and international information programmes.

(12) A series of specialised publications on the value and use of archives for improving administrative efficiency and for planning and development, for formulating and

implementing information policies and plans, and for co-ordinating such policies and plans with those involving information resources and services.

Guidelines, Norms and Standards

(13) Preparation of studies, guidelines, norms and standards as recommended by the Bari consultations but giving high priority to: (a) storage and security; (b) exhibitions; (c) management of archival programmes; (d) reference services; and (e) preservation, repair and restoration, including mass conservation techniques. In the preparation of these studies, guidelines, norms and standards the more detailed recommendations of the Rhoads studies should be taken into account. Studies, guidelines, norms and standards for different types of archival materials by media, provenance, or content should be prepared separately where appropriate. Activities in this area should consist of both guidelines and studies, chiefly of a comparative character, as an essential preliminary to harmonization.

(14) Studies, workshops and symposia to evaluate studies, guidelines, norms and standards and to encourage and assist in their adoption and implementation.

(15) Collection, dissemination and keeping up-to-date of a corpus of national standards relevant to records and archives management.

Infrastructure Development

(16) Pilot project to establish archival systems and services in a country with no archival infrastructure.

(17) Pilot project in institutional modernisation of a national archival agency.

(18) Pilot project with an oral tradition component in the Pacific Region.

(19) Pilot project in audoi-visual archives.

(20) Pilot projects in records management and in the establishment of national archival networks similar to those already undertaken in regions that lack such services.

(21) Case-study of the establishment of a testing laboratory on the reprographic and conservation needs of tropical countries.

(22) Preparations and publication of an international guide to national archival systems, preferably as a loose-leaf collection of fact-sheets giving basic information on the structure, jurisdiction, size, etc, of national archival systems.

(23) Conference for the European Region to discuss matters of common interest: e.g. access to information, privacy and transborder data flow; effects of decentralization; copyright.

(24) Establishment of additional regional demonstration and training centres in restoration and reprography.

Specialised Information Systems

(25) Feasibility study of the inclusion of information from archives in DEVSIS.

(26) Support for continuing co-operation between archivists and architects in ARKISYST.

Training and Education

(27) Expert consultation on advanced and continuing education in archives administration and records management, including: (a) in-service training; and (b) distance training (e.g. correspondence course, etc.)

(28) Survey of facilities for in-service training, including specialist training for archivists in other types of institutions (e.g. sound archives), and for distance training.

(29) Expert consultation on the training of experienced archivists and records managers to serve as teachers.

(30) Assistance should be provided to help organise and to enable archivists from developing countries to participate in an administrative management seminar to coincide with the Xth International Congress on Archives scheduled for Bonn in 1984.

(31) Pilot project for a national training center for professional training with a regional vocation for Spanish and Portuguese speaking Member States.

(32) Basic manual on archival reprography for the use of archivists and technicians.

(33) Continued preparation of basic instructional materials in other specialised areas of archives and records management, including an archival 'reader'; and translation into Spanish and Arabic of new and existing instructional materials.

(34) Model curricula and guidelines for the harmonization of archival training programmes in technical areas, i.e. restoration, reprography, automation.

(35) Short courses, seminars, workshops and conferences for updating the knowledge of mid-career professionals, especially in specialized areas.

To provide for continuity in the implementation of RAMP, the Experts FURTHER RECOMMENDED:

9. That Unesco continue to ensure that archivists are adequately represented on PGI committees and working parties and at PGI organized and sponsored meetings.

10. That regular Expert Consultations on RAMP be held before the beginning of each biennium; that the next be held in 1984; and that consideration be given to the inclusion in such Consultations of experts in other information fields.

ANNEX I

AGENDA

1. Opening by the representative of the Director-General.
2. Election of Chairman, Vice Chairman and Rapporteur.
3. Review of origins and scope of RAMP, implementation to date.
4. Examination and discussion of future projects and activities in policy and planning component of programme, with recommendation of priorities.
5. Examination and discussion of methods, norms and standards - guidelines and studies - component, with recommendation of priorities among proposed projects and activities.
6. Examination and discussion of infrastructure development component, with recommendations of priorities among proposed projects and activities.
7. Examination and discussion of proposed projects and activities with recommendation of priorities in the education and training component.
8. Discussion and recommendations regarding the monitoring of RAMP.
9. Closure of the meeting.

ANNEX II

LIST OF PARTICIPANTS

INVITED EXPERTS

Dr. Salim AL-ALOUSI (unable to attend)
Director general
National Center of Archives
P.O.B. 594
BAGHDAD, Irak

Dr. Doino DOINOV (unable to attend)
Director general
Directorate general of Archives
Alabin 58
SOFIA, Bulgaria

Dr. Celina DO AMARAL PEIXOTO MOREIRA FRANCO
Director general
Arquivo Nacional
Praça da Republica 26
RIO DE JANEIRO R.J. 20000, Brazil

Prof. Eckhart G. FRANZ
Leitender Archivdirektor
Hessisches Staatsarchiv
Schloss
6100 DARMSTADT, F.R.G.

Dr. Eric KETELAAR
Deputy Director General
Algemeen Rijksarchief
P.B. 90 520
2509 LM 's-GRAVENHAGE, The Netherlands

Dr. Lorenzo MANNINO
Div. Affari Archivistici Statali
Ufficio Centrale Beni Archivistici
Via Agostino Depretis 45a
00100 ROME, Italy

Dr. Sida MARJANOVIC
Director
Archives of Yugoslavia
Vase Pelagica 33
BELGRAD, Yugoslavia

Mr. José Manuel MATA CASTILLON
Sub-Director general de Archivos
Ministerio de Cultura
Paseo de la Castellana, 109
MADRID 16, Spain

Mr. Pambi M. MUKULA
Director
National Archives of Zambia
P.O. Box 500 10
Ridgeway, LUSAKA, Zambia

Prof. Robert G. NEALE
Director General
Australian Archives
P.O. Box 34
DICKSON, A.C.T. 2602, Australia

Mr. Michael ROPER
Public Record Office
Ruskin Avenue
KEW, RICHMOND TW9 4DU, England

Dr. Wilfred SMITH
Dominion Archivist
Public Archives of Canada
395 Wellington Street
OTTAWA, Ontario K1A ON3, Canada

Mr. K.D.G. WIMALARATNE
Assistant Director
National Archives
P.O. Box 1414
7 Reid Avenue
COLOMBO 7, Sri Lanka

Dr. Carlos WYFFELS
Archiviste Général
Archives générales du Royaume
Rue de Ruysbroeck, 2-6
1000 BRUSSELS, Belgium

OBSERVERS

Member States

Dr. Folkert PRECHT
Deutsche Unesco-Kommission
Colmant Str. 15
5300 BONN 1, F.R.G.

Prof. Hans BOOMS
Präsident des Bundesarchivs
Postfach 320
5400 KOBLENZ, F.R.G.

Dr. Alfred WAGNER
Leitender Archivdirektor
Bundesarchiv
Postfach 320
5400 KOBLENZ, F.R.G.

INTERNATIONAL NON-GOVERNMENTAL ORGANIZATIONS

INTERNATIONAL COUNCIL ON ARCHIVES (ICA)

Mr. Alfred W. MABBS
President of ICA
14 Acorn Lane
CUFFLEY, Herts, England

Dr. Charles KECSKEMETI
Executive Secretary of ICA
60 rue des Francs-Bourgeois
75003 PARIS, France

Dr. Evert VAN LAAR
ICA Secretary for Development
Algemeen Rijksarchief
P.B. 90 520
2509 LM 's-GRAVENHAGE, The Netherlands

INTERNATIONAL FEDERATION OF DOCUMENTATION (FID)

Mr. Kenneth BROWN
Secretary general
P.O.B. 90 402
2509 THE HAGUE LK, The Netherlands

INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS (IFLA)

Mr. Günter HADRICH
Bibliotheksdirektor
Staatsbibliothek Preussischer Kulturbesitz
Potsdamerstr. 33
1000 BERLIN 30, F.R.G.

INTERNATIONAL ASSOCIATION OF SOUND ARCHIVES (IASA)

Mr. Heinz LANZKE
Deutsches Musikarchiv
Gaertnerstr. 25-32
1000 BERLIN 30, F.R.G.

LIAISON, COORDINATION AND SECRETARIAL SERVICES

Dr. Cécile LOWENTHAL HENSEL
Wissenschaftliche Oberrätin
Kaunstr. 33
1000 BERLIN 30, F.R.G.

Mrs. Annick CARTERET
Executive Assistant
ICA Secretariat
60 rue des Francs-Bourgeois
75003 PARIS, France

UNESCO SECRETARIAT

Dr. Frank B. EVANS
Programme Specialist
Division of the General Information Programme

ANNEX III

SUMMARY BY THEME OF PROJECTS AND ACTIVITIES INCLUDED IN ORIGINAL RAMP PROGRAMME

POLICIES AND PLANS - THEME 1

1. Regional awareness seminars
2. Regional planning workshops
3. Specialized (value and use) publications
4. Study of access obstacles to archives[xx]
5. Records and archives systems in United Nations agencies [xx]
6. Studies, regional, on status of archivists[xx]
7. Model legislation, regulations[xx]
8. Expert consultation on problems of access
9. Organization of regional planning bodies
10. Studies with statistical model on needs, resources[xx]
11. Study on guides to national archival resources[xx]
12. Guides to sources on international activities[xx]
13. Guides to archival sources of scientific and technical information[xx]
14. Regional problem/project design meetings

NORMS AND STANDARDS - THEME 2

1. Expert consultations on guidelines[x]
2. Preparation, publication of guidelines on:
   (a) records surveys[xx]
   (b) records centers
   (c) Storage, preservation and restoration[xx]

---

x Completed in whole or in part.
xx In progress

(d) transfer and accessing

(e) education and training[xx]

(f) institutional management

3. Study on legal validity of microforms[x]

4. Study of control, access to archival and records management literature[x]

5. Preparation, publication of guidelines on:

(a) appraisal and disposition[xx]

(b) records maintenance and use

6. Workshops on guidelines implementation

7. Preparation, publication of guidelines on:

(a) arrangement and description of archives[xx]

(b) application of automated techniques

(c) reference services

(d) application of reprographic techniques

(e) exhibition and utilization of archives

(f) records creation

(g) new technologies in records creation

INFRASTRUCTURE DEVELOPMENT - THEME 3

1. Pilot project on records management[xx]

2. Pilot projects on national archival networks[xx]

3. 10. User consultations on RAMP

4. Pilot project on common automation techniques

5. Pilot projects on RAMP in an Arab and an Asian Member State

6. Creation of archival restoration and reprographic centers[xx]

7. Survey of scientific and technical information in archival repositories

---

x Completed in whole or in part.
xx In progress.

8. 9. Expert consultations on RAMP[x]
9. Expert consultation on non-governmental archives and manuscripts
10. Feasibility study on tropical preservation laboratory

TRAINING AND EDUCATION - THEME 5

1. Expert consultation on harmonizing archival training curricula[x]
2. Courses for microfilm technicians[x]
3. Development of instructional materials[xx]
4. Regional manpower development seminars[xx]
5. Establishment of training centers[xx]
6. Short courses and advanced professional seminars[xx]
7. Study on advanced training institute
8. Refresher seminars for teachers
9. Teacher-training courses
10. Study grants.[xx]

---

x Completed in whole or in part.
xx In progress.

ANNEX IV

A FRAME OF REFERENCE FOR RAMP

2.1 Information is today widely regarded as a basic resource essential for national development, and programmes are under way which emphasize certain types of information as particularly useful for development. Few of these programmes, however, give adequate attention to one of the most basic and most relevant souces of such information in every society, past and present - records and archives, particularly those of governments.

2.2. In the above context, information is intended to mean recorded information, which in turn may be regarded for convenience as either published or unpublished. To the published category belong books, articles, technical reports and studies, the materials usually collected and made available through libraries and documentation centers. Unpublished materials are generaly categorized as records, archives and manuscripts. Cartographic and audiovisual materials - maps, plans, charts, films, phonorecords, tapes, etc. - may be either published or unpublished, and are collected or acquired accordingly by either libraries or archival repositories.

2.3. Since records and archives are both the tools and the by-product of administrative processes, the concept and the legal definition of these terms vary from country to country and also at various periods within the same country. For the purpose of RAMP, the following will serve as working definitions:

2.3.1 Records - all recorded information, regardless of physical form or characteristics made or received and maintained by an institution or organization in the conduct of its business.

The term records is thus intended to include not only all traditional forms of textual records, but also all audio-visual, cartographic, and machine-readable documentation, published or unpublished, provided such documentation is involved in or related to the transaction of the business of an institution or organization. Normally excluded from this definition of records are unofficial copies of documents kept only for convenience or reference, stocks of publications and processed documents, and library or museum materials intended solely for reference or exhibition.

2.3.2. Records Management - that area of general administrative management concerned with achieving economy and efficiency in the creation, maintenance and use, and disposition of records.

The concept of records management thus embraces the life cycle of records, from their creation or receipt by any office through their disposition when no longer needed for the conduct of the current business of an organization or institution. The ultimate disposition is based upon an appraisal of their potential value and use, and may take the form of transfer to a records center (an intermediate repository) for temporary storage, direct transfer to an archival agency, donation to an eligible repository, photo-copying before destruction, or outright destruction.

2.3.3. Archives - all non-current records of an institution or organization (those no longer needed or used in the conduct of current business) that are or should be preserved because of their permanent value.

This definition of archives is restricted to permanently valuable non-current records, whether or not they are in custody. Although the term archives is frequently used to refer also to the repository where such records are preserved, as well as to the service or agency responsible for administering such records, for clarity these two meanings will be rendered by "archival repository" and "archival agency" or "archival service". The concept of permanently valuable non-current records includes value to the institution for its own purposes, - administrative, legal and fiscal; and value for the protection of its own rights and interests, as well as the rights and interests of those it represents and services. It also includes value to users from outside the institution for historical and other research and reference purposes, based upon the wide range of the informational content of records.

2.4. Finally, since modern records management is a direct outgrowth of archival experience, the term archival development in this document is intended to include both records management and archives administration programmes and services.

2.5. The use of records and archives and the recognition of their multiple values are not recent developments. Historically, the act of recording information had its origins in institutional necessity - in administration. It has long been maintained that writing was first developed to meet the needs not of scholars or of scientists, but of administrators - of the officials and clerks who managed the property and conducted the daily affairs of kings and priests and merchants in the urban civilizations of the ancient world. Institutional records are indispensable to the functioning of any organized society, and once the immediate use and value of such records are exhausted, they still retain value as evidence of transactions and as the primary sources for the understanding of human history. Indeed, it is the existence of such written records that has traditionally marked the distinction between "prehistoric" and "historic" times.

2.6. The importance of records and archives, however, rests less on their antiquity than upon their continuing utility among all types of recorded information. Their significance as an integral component of every organized society up to the present day can perhaps best be illustrated with reference to those countries that have achieved independence in the decolonization movement following World War II. An eminent international jurist, who has been concerned with the problems and rights and interests of these countries, has written:

> "While one can conceive of a State without a navy, for example, it is impossible to imagine one without a currency, without a treasury, without funds, and without archives... which constitute...these kinds of State property which are most essential and widespread - so much so that they can be said to derive from the very existence of the State". (1)

It would be difficult to improve upon his summary of the values and use of such archives.

> State archives, jealously preserved, are the essential instrument for the administration of a community. They both record the management of State affairs and enable it to be carried on, while at the same time embodying the ins and outs of human history; consequently, they are of value to both the researcher and the administrator. Secret or public they constitute a heritage and a public property which the State generally makes sure is inalienable and imprescriptible. (2)

2.7. Today it is widely recognized that archives are indispensable for the development of national awareness and identity, and that they constitute a vital element in the cultural property of states. Most countries have therefore made some provision for what are frequently termed their "historical archives". But relatively few countries have fully recognized the critical relationships that exist: (1) between the records they are currently creating, receiving and using, and their historical archives, and (2) between their records, both current and semi-current, and their general information needs and policies. These relationships may be expressed in a series of propositions:

---

(1) Eighth Report on Succession of States in Respect of Matters other than Treaties. Draft Articles with Commentaries on Succession to State Property, by Mohammed Bedjaoui, Special Rapporteur document A/IN.4/292, dated 8 April 1976, p. 25.

(2) Ibid., p. 54

2.7.1. Governments have information needs - and resources - that should receive priority in the programme of Unesco intended to assist its Member States in the development of information systems and services.

2.7.2. Many of the basic information needs of governments can be met best by better organization and utilization of the information resources already in their custody.

2.7.3. Of all information resources in the custody of governments, one of the most basic is the totality of their own administrative and programme records and archives, which are both the instruments through which they operate - the tools of administration - and which, with the passage of time, become the evidence and by-product of their operations. As such, they both document and serve as the source of the most basic information on their activities, past and present. They document the rights and interests of both the government and of the individuals and organizations which have relations with the government in the conduct of its business.

2.7.4. In the absence of well-organized and managed records and archives, governments cannot function effectively. They not only experience problems and lack of continuity in administration, but they must frequently supplement local records through foreign sources of information.

2.7.5. In view of the increasing complexity of modern life in both developed and developing countries, many governments are engaged in extensive planning activities, in expanding traditional services, and in assuming new duties and responsibilities in order to continue to serve basic economic and social needs. In addition, because of the wide scope of activities of modern governmental and intergovernmental bodies, their records and archives contain information that is national and frequently even world-wide in its origin and potential use. It is precisely this kind of information - unpublished and contained in a variety of physical formats - that must be controlled and managed effectively if governments are to make use of all relevant information in planning and development.

2.7.6. Planning and effective expansion of governmental activities, as well as efficient and economical administration of existing programmes, require the improvement of existing record-keeping systems and practices and the development of new ones. Attention must be given to the entire life cycle of records, from their

creation or receipt by an office, through their maintenance and use for the conduct of current business, through their retention as part of the archives of the institution or their ultimate disposal.

2.8. In recent years much attention has been given to the millions of pages of scientific and technical information being generated annually, and to the rate of growth of this information. No comparable statistics exist for the volume of records and archives created, received, and accumulated each year by governments at every level, but the figures that are available dwarf the totals involved in all other type of information. As a single example,one government in recent years has been generating new records at a rate in excess of 7 million cubic feet annually - a total each year of about 14 billion pages of information. And this only at the national level of but one of the more than 140 Member States of Unesco. Even in technologically advanced countries, miniaturization (through use of micrographics) and date compaction (through use of computer technology) have not led to significant reductions in the total volume of records being produced, since in many instances management information systems which utilize the new technologies are simply added to existing manual record-keeping systems, rather than substituted for such systems.

2.9. To cope with this evergrowing volume of records, it is essential that governments and other institutions create and develop adequate records management and archives services. The specific objectives of such services are:

2.9.1. To apply modern records management principles and techniques to reduce the quantity and to improve the quality of records, with particular attention to correspondence, forms, reports, directives (and similar administrative issuances), and to office equipment and supplies.

2.9.2. To apply modern records management principles and techniques to the maintenance (including the improvement of existing filing systems, and the development of more efficient processing and filing systems) and use of records in conducting the current business of these institutions.

2.9.3. To ensure that records no longer needed for the conduct of current business are systematically removed from costly office space and equipment to low-cost storage in records centers (intermediate repositories).

2.9.4. To provide edfective reference services on such semi-current records until their administrative, legal and fiscal value and usefulness have been exhausted from the point of view of the originating agency, i.e. until they become noncurrent.

2.9.5. To ensure the appraisal by archival services of these noncurrent records and the transfer to adequately equipped archival repositories for permanent preservation of those that have value and usefulness as basic evidence of the origin, structure, functions procedures, and significant transactions of the institution that created or received and used them in the conduct of its business, or that contain unique information of value for historical or other research or reference purposes.

2.9.6. To preserve, organize, and promote the effective use for as many puposes and by as many types of users as possible of the unique resources in the custody of archival repositories.

2.10. These specific objectives may be summarized in terms of two overall objectives.

2.10.1. To promote and assist in the creation of a full awareness and understanding of the value and usefulness of records and archives as basic information resources, particularly in relation to planning and development and in conjunction with other information resources.

2.10.2. To assist countries, upon request, in the organization and development of the records management and archival systems and services necessary for full and effective utilization of these basic information resources.

These are the dual tasks that face Unesco as the intergovernmental organization responsible for promoting and assisting archival development within its Member States and within the United Nations system. These dual tasks also constitute the long range objectives of the proposed Records and Archives Mangement programme - RAMP.

Extract from Expert Consultation on the Development of a Records and Archives Management Programme (RAMP) within the Framework of the General Information Programme, 14 - 16 May 1979, Final Report, Paris, 1979 pp. 10-14.

ANNEX V

Welcoming Statement of Dr. Dietger Pforte on behalf of the Senate of Berlin at the opening session of Unesco's SECOND EXPERT CONSULTATION ON RAMP, Berlin (West), 9-11 June 1982

Ladies and Gentlemen,

Permit me to welcome you here in Berlin for Unesco's Second Expert Consultation on RAMP. The Senate of Berlin is grateful to you for having chosen our City as venue for your meeting. In doing so you have presented us, for a couple of days, with that global open-mindedness which we ourselves always wish to exhibit but - perhaps due to human weakness - that we do not always have.

Particularly as the Senator for Science and Cultural Affairs of the Land Berlin, I wish you an agreeable and fruitful cooperation. We consider it of special importance that your work, based on the concept of reciprocity in cultural and scientific relations, presupposes the equal value of all civilizations - that, encompassing all fields of archival science, it does not limit itself to elitist areas - that it does not strive for a one-sided presentation of the archival achievements of only highly industrialized States, but rather for a world-wide exchange of experience and for cooperative partnership with the aim of mutually giving and receiving new impulses through reinforcing archival links. It is good to see that your work especially strengthens the awareness archivists from developing countries have of their autonomy and their own responsibility, thus rendering possible efficient self-help.

The basic principles of your work, Ladies and Gentlemen, thus corresponds fully with the fundamental principles of cultural co-operation between industrialized and developing countries as laid down in March 1982, i.e., a few months ago, by the Foriegn Office of the Federal Government in the "Ten Theses for Cultural Meeting and Cooperation With Countires of the Third World", which I have paraphrased above.

Ladies and Gentlemen, if those theses correctly maintain that, according to historical experience, transferring our cultural structures and the European way of life to the countries of the Third World is detrimental to both sides, that means, to state this matter in positive terms, that the principles and goals of your work contribute to avoiding conflicts between States. Indeed, I would dare to say that the work of the archivist, which contributes toward identifying a civilization and helps to create an autonomous historical consciousness which is the prerequisite for reasonably shaping our present and for preparing a peaceful future, that this world-wide and openminded cooperation of archivists represents an essential contribution toward peace.

That is why, Ladies and Gentlemen, we here in Berlin are especially glad that you have found your way to our City. I wish your success for your work.